



ARTS ADMINISTRATOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and manage the operations within a program of the Arts and Culture Division and to supervise the operation of related programs and staff.

Supervision Received and Exercised:

Receives direction from the Deputy Community Services Director - Arts and Culture.

Exercises direct supervision over professional, paraprofessional and clerical staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Supervise, research and evaluate cultural programs in the area of assignment. Manage the implementation of the goals, objectives, procedures and policies for programs and projects.
- Prepare reports as requested on relevant operations and activities. Present information and recommendations on projects as requested to various committees, the Mayor and/or the City Council, community groups and other organizations or at other public meetings.
- Work closely with management staff to recommend and implement goals and objectives for special programs, projects and systems; Participate in department strategic and financial planning.
- Promote projects and programs; Assist in the preparation of marketing materials, publicity releases, social media, pamphlets, brochures, maps and related materials and in the development and maintenance of content on the city website.
- Serve as arts advocate for the City of Tempe; Represent Arts and Culture Services Division on committees and in working groups with city government, Arts & Culture Commission, outside agencies, nonprofits and local and national arts organizations.
- Demonstrate superior seamless customer service, integrity and commitment to innovation, efficiency and fiscally responsible activity.

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- Provide pro-active performance planning through ePerformance; utilize the ePlan to formalize performance goals, outline professional development plans, and discuss job competencies; utilize the eLogs as an electronic dialogue tool and communication resources for transparent documentation;
- Maintain effective and consistent one on one dialogue with all employees on a regular basis;

When assigned to Public Art/Art in Private Development:

- Manage complex and/or politically sensitive public art projects; Provide oversight for controversial and visible projects involving many stakeholders. Work cooperatively with other City departments, outside agencies and the public relative to arts programs and services.
- Prepare and develop project budgets and cost estimates for project recommendations; Develop and implement the public art work plan, policies and procedures involving the design and integration of art into the construction of specific public sites;
- Manage public art projects at every stage of development, including writing and distributing Requests for Proposals and Qualifications; Oversight of the budget allocation, artist selection process; Management of all phases of design, fabrication and installation of the artwork.
- Prepare and negotiate bid specifications and initiate bid process; Administer, revise and monitor all contracts and lease agreements with artists and specialized contractors for new public art, maintenance and conservation of public art owned by the City.
- Monitor, interpret and ensure program compliance with pertinent laws, rules and regulations including the Federal Visual Arts Rights Act of 1990 and City of Tempe zoning, building safety and right of way ordinances.
- Supervise Gallery Coordinator, part-time staff and interns; Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Serve on the Maryanne Corder Neighborhood Grant Program committee. Act as grant applicant technical advisor to Neighborhood Associations and Homeowner Associations throughout the entire grant cycle including the artist selection process; grant submittal, presentation of project to the Tempe Municipal Arts Commission and completion of art project.

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- Oversee the City's Art in Private Development program and maintain ongoing communication with property owners to ensure compliance with the City's public art ordinance; Provide technical review and guidance on the Art in Private Development designs, materials and specifications to assist developers and artists in the fabrication and installation of artwork.
- Perform related duties as assigned.

When assigned to Arts Engagement (Grants/ Educational Partnerships):

- Develop partnerships with schools, school districts, out-of-school groups, arts organizations, community groups, teaching artists and practicing artists. Develop and implement activities, programs, events and community outreach.
- Research and understand national and local network of arts grants agencies, programs and associations.
- Manage the Arts Grants Program at every stage; Develop guidelines and review criteria; Facilitate panel review procedure and coordinate selection process; Determine funding allocations based on panel review; Prepare information for council approval; Monitor and audit grants.
- Conduct grants training workshops and provide grant application assistance to artists, local arts nonprofits, schools and community groups.
- Design innovative arts programs and implement all aspects of program development including: conducting research, defining strategies and approach, designing budgets, enhancing partnerships, coordinating services.
- Plan, coordinate, support the design and delivery of arts learning projects and programs through collaborations; Plan, conduct and participate in conferences and workshops meant to improve arts programs and management methods within the city and broader field.
- Maintain strong local, regional and national partnerships with Arizona Center for Afterschool Excellence, Arizona Alliance for Arts Education, Arizona Department of Education, Maricopa Partnership on Arts and Culture, Arts Science Education Network, Arizona Arts Education Research Institute, Americans for the Arts and National Assembly of State Arts and Agencies.
- Supervise Arts Coordinator-Education, part-time staff and interns; Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Work closely with Tempe Elementary School District #3 to manage the Studio Artists Program.

- Oversee the Private Art Mural program; Act as an liaison to the business owner, property owner and artist throughout the application and permitting process including the presentation to the Tempe Municipal Arts Commission and completion of mural project.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

When assigned to Public Art/Art in Private Development Program:

Three years of increasingly responsible experience in coordination and implementation of public art programs and/or in the organization and management of arts programs in a public setting. Two years of supervisory experience.

When assigned to Arts Engagement Program:

Three years of increasingly responsible experience in administering or managing of arts granting and/or arts educational programs and/or in the organization and management of arts programs in a public setting, including two years of supervisory experience.

Education:

When assigned to Public Art/Art in Private Development Program:

Bachelor's degree from an accredited college or university with major course work in arts administration, studio arts, construction management, architectural design, urban design or a degree related to the core functions of this position.

When assigned to Arts Engagement Program:

Bachelor's degree from an accredited college or university with major work in arts administration, visual or performing arts, public administration, education or degree related to the core functions of this position.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

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- Operate city vehicles to and from locations throughout the Phoenix Metropolitan area.
- Operate computers in performing job duties, calculators, and other office machines.

Competencies:

<http://www.tempe.gov/home/showdocument?id=26274>

Job Code: 422

Status: Exempt / Classified